## **Preview**

# **Log-in Instructions & FAQ**

### **Long-Term Care Functional Screen (LTC FS) Clinical Certification Course**

QUESTION		ANSWER
1.	How can I access the LTC FS Clinical Certification Course for <b>preview</b> (not to actually take the certification exams)?	The LTC FS Clinical Certification Course is available on-line at <a href="http://mynursingce.son.wisc.edu/portals/celtc">http://mynursingce.son.wisc.edu/portals/celtc</a>
2.	How do I log-in?	!!!Refer page 3 for illustrated instructions!!!
		<ol> <li>Go to <a href="http://mynursingce.son.wisc.edu/portals/celtc">http://mynursingce.son.wisc.edu/portals/celtc</a></li> <li>Enter the preview e-mail address and password and either hit the Enter key or click the <i>Log-in</i> button.</li> </ol>
		E-mail address = celtc@dhfs.state.wi.us Password = preview
		3. Click on the link "Go to Preview Course home page" located in the far right-hand side of the screen under "Center for Excellence in Long-Term Care News."
3.	What if I have problems logging into the course?	If you see an Error message that says, "Sorry we could not identify you," click the back button on your browser's tool bar. Then, reenter the preview e-mail address and password and click Log-in. Remember that the username and password are case sensitive; check that your keyboard Caps Lock is not on.
4.	How can I tell if I'm logged in or not?	If you are logged in, you will see "Hello DHFS Preview" in the top red banner, under the four black tabs. If you are not logged in, you will see "Hello Visitor."
5.	How do I get out of the course?	You must Log Off to exit the course. Exiting or closing your browser will NOT log you out of the course. To log off:  • Click on <i>Log off</i> , which is located in the top right-hand corner of your screen.

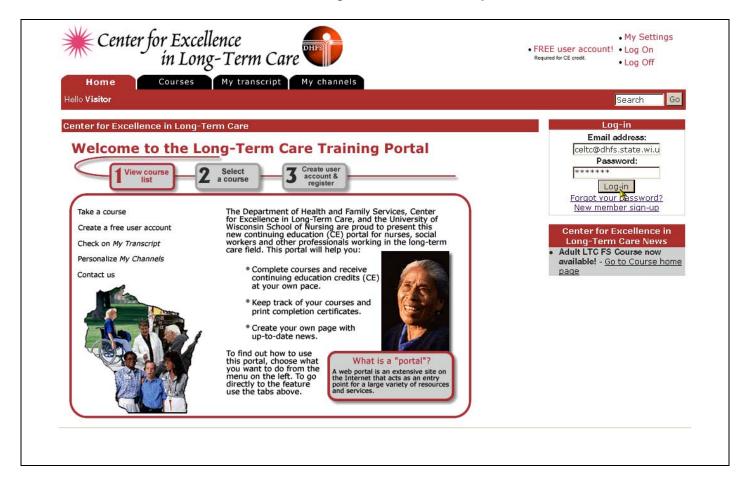
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6. Where are the certification exams?	Since you logged in as a preview user, you do not have access to the exams. To be able to go through the course and take the certification exams you will need to create your own personal account and register for the official certification course. Talk to your supervisor or agency screen lead about this process.
7. Once I'm logged into the course, what should I do?	<ul> <li>Once logged in you will see the Preview course home page and "Long-Term Care Functional Screener Training – Preview Course" at the top of the page.</li> <li>Links to Welcome, Course Content, Help, Links and Resources, FAQs and Glossary, will be below.</li> <li>On the right are links to the 10 modules of the course.</li> <li>The first thing you should do is click Welcome and read that document for further information.</li> </ul>
8. How do I navigate throughout the course?	<ul> <li>General:         <ul> <li>There is a scroll bar on the right of the screen to move the text up and down.</li> <li>Whenever a word is <u>underlined</u>, that means it is a <u>link</u>If you click on the word with your mouse, you will be taken to additional information. To return from these links, hit the Back button of your browser.</li> <li>On the right of your screen are the Program Materials, with links to the 10 modules of the course.</li> </ul> </li> <li>Within the Modules are links to the Instructions, Scenarios, Practice Test Questions and the Answers to the Practice Test.         <ul> <li>Within the Scenarios you may jump from person to person by clicking on their name. You may also click on the "See correct answer" below each scenario to test your knowledge. After completing the scenarios, click on the "Return to Module 1" link located at the top and bottom of the page.</li> <li>Click on "Practice Test" to view and/or print the practice test. Click on "Answers to practice test" for the correct answers and feedback for each question, including references back to the clinical instructions.</li> <li>NOTE: You will need Adobe Acrobat Reader software in order to open the Practice Test and Answers. To download a free copy of the software, go to: <a href="http://www.adobe.com/products/acrobat/readstep2.html">http://www.adobe.com/products/acrobat/readstep2.html</a></li> <li>To return to the Preview Course home page, click on the "Return to Home Page" link.</li> </ul> </li> </ul>

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#### APPENDIX A

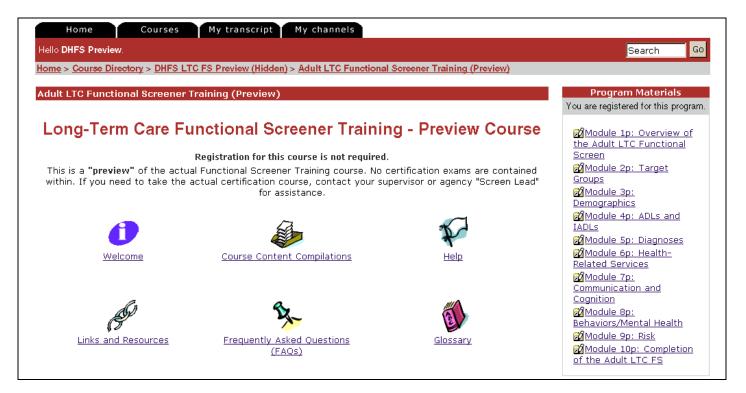
1. Go to <a href="http://mynursingce.son.wisc.edu/portals/celtc">http://mynursingce.son.wisc.edu/portals/celtc</a> and enter the preview Email address "celtc@dhfs.state.wi.us" and Password "preview" and click *Log-in*.



2. Click on the link "Go to Preview Course home page" located in the far right-hand side of the screen under "Center for Excellence in Long-Term Care News."



### **Preview Course Home Page**



#### Module 1

